

2. Access the Over- and Under- Housed Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words 'MTCS Reports'

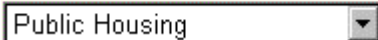
A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

The *MTCS Selection Menu* appears on your screen.

2.1. Program Selection

From the *Selection Menu*, you must select one of the programs listed below to view this report.

1. Public Housing
 2. Indian Mutual Help
 3. Indian Rental
 4. Section 8 Certificates
 5. Section 8 Vouchers
 6. Section 8 Moderate Rehabilitation
 7. All Offices of PIH Programs
 8. Public & Indian Housing
 9. Indian Housing
 10. Section 8 Certificates & Vouchers
- Use your mouse to select a 'program' from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular drop-down menu with a thin black border. It contains the text "Public Housing" and a small black downward-pointing arrow on the right side.

2.2. Level of Information

Once you have selected a program, you must select a level of information.

To view the *Over & Under-Housed Report*, you must select a level of information from the list below:

1. National
 2. State
 3. Field Office
 4. Housing Agency
 5. Project (Public and Indian Housing only)
- Use your mouse to place to select the 'level of information'
- A screenshot of a web interface showing a selection button labeled 'National'. The button has a blue circular icon with a white dot inside, followed by the word 'National' in blue text. The button is highlighted with a yellow background.
- * The *Over and Under-housed Report* is not available if you select the 'Metropolitan Area,' 'County,' 'City or Locality,' or 'Congressional District' levels of information
 - * For detailed information on how to select a 'level of information,' please go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Select the Over and Under-housed Report

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen

- Use your mouse to select the *Over- and Under- Housed Report*

[Over and Under Housed](#)